

**LOOE TOWN COUNCIL
KONSEL TRE LOGH**

Looe Library and Community Hub,
The Millpool, West Looe PL13 2AF. Telephone: 01503 262255
VAT Reg: 381 5093 50



**Members of the Staffing Committee
Looe Town Council**

21st February 2023

Ladies and Gentlemen

You are hereby summoned to attend a meeting of the Staffing Committee of Looe Town Council, convened by the Chairman, for the purpose of transacting the following business. This meeting will be held at Council Chambers, Library and Community Hub, Millpool, Looe on:

Tuesday, 28th February 2023 at 6.00pm

Yours faithfully

A handwritten signature in blue ink that reads 'Steve P. Milton'.

**Steve Milton FSLCC ACG
Locum Town Clerk**



**Meeting of Staffing Committee of Looe Town Council
28th February 2023 at 6.00pm**

AGENDA

| | | |
|------------|---|---------|
| | Welcome | |
| 45. | To Receive and Consider Apologies | 2 mins |
| 46. | To Receive Declarations of Interest | |
| 47. | To Receive Questions from members of the public | 15 mins |
| 48. | To Resolve to Approve the Minutes of the previous meeting of Staffing Committee held on 16 th February 2023 | 2 mins |
| 49. | To Resolve to adopt the recommended process of Job Evaluation for all posts at Looe Town Council | 5 mins |
| 50. | <p>Exclusion of members of the press and public. To resolve that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of confidential information:</p> <p style="padding-left: 40px;">a) To review applications for the vacant post of Town Clerk and to resolve arrangements for recruitment and selection process.</p> | 40 mins |
| | Date of the next meeting: TBA | |

Please note that this meeting is open to members of the public. If you would like to attend, please email enquiries@looetowncouncil.gov.uk or ring 01503 262255 by 12 noon on 27th February.